

OCSS-M81-095
04 March 1981

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Support Services Division, OC

SUBJECT: Monthly Narrative Summary Report -
February 1981

2. Arrangements have been made with PMCD to "spend" all of the points allowed OC to implement pending position upgrades. We expect a survey team to return to OC in May 1981 to review several more OC components.

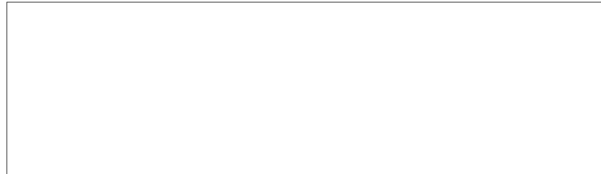
3. OC-SSD/PB received OC's blank FEGLI forms on 10 February. The FEGLI packages have been sent to the foreign field and U.S. field. We are currently preparing the Hqs forms for distribution. Also, according to the Insurance Branch, a Hqs Notice and World-wide Support Bulletin (WWSB) have been distributed supplying all offices and areas with further details.

4. The OC Functional Dissemination Guide was forwarded to all OC Divisions and Staffs the week of 2-6 February. Each office was asked to strive for an accurate listing of those requirements normally transmitted/received via cable or telepouch. This guide will be used by SSD/ICB in the development of an "electrical correspondence dictionary" to be used by Cable Secretariat CDS programmers.

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STAT 6. OC-SSD/ICB prepared an OC Notice regarding the New
Format for Dispatch Correspondence [redacted] A meeting of
the senior secretaries and an ICB representative was held in
the D/CO conference room on Wednesday, 18 February, at 2 p.m.

STAT



Distribution:

Original - D/CO, DD/CO, PS, P&B, ExA, ICB (Archives)
1 - OC-HRD, OC-CSD, ED
1 - OC-FND
1 - OC-DND